



# Change Your Password

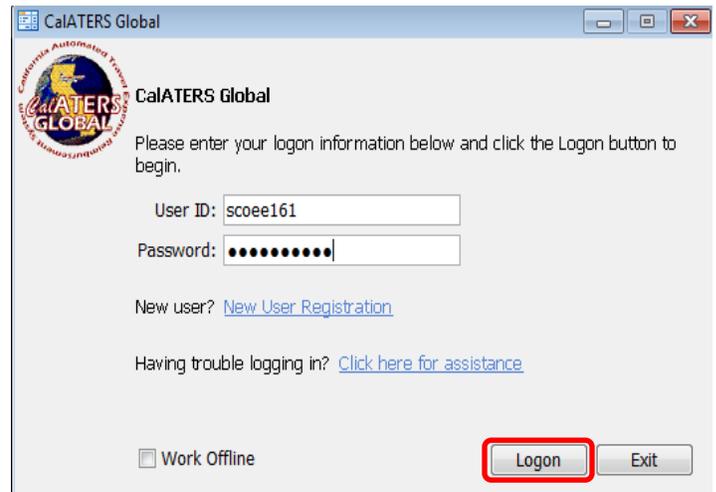
## STEP 1

From the CalATERS web site at [http://www.sco.ca.gov/calaters\\_global.html](http://www.sco.ca.gov/calaters_global.html)  
Under Global Sign In, click CalATERS Global.



During New User Registration, your password is sent to your email. If you do not know your CalATERS password, refer to [Forgot Your User ID or Password](#) instructions. To change your password, sign in to CalATERS.

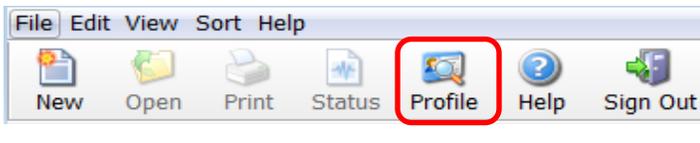
## STEP 2



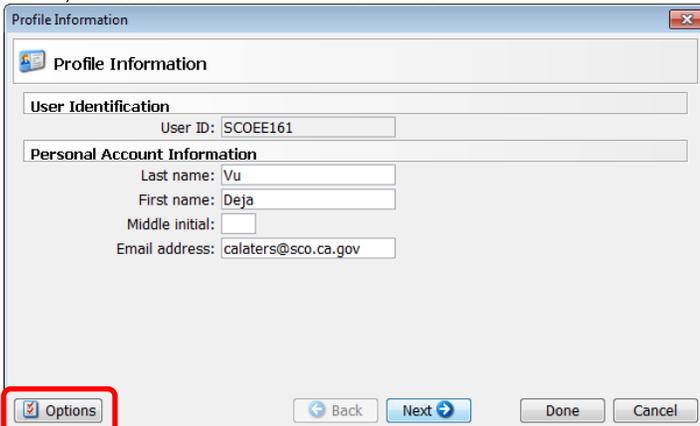
At the Sign In screen, key your User ID and system-assigned password, then click **Logon**.

## STEP 3

From the top of the Work Queue, click **Profile** icon.

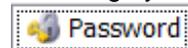


Then, click the **Options** button.



## STEP 4

To change your password, click on the tab titled



### Password Rules:

- Minimum password length is 8
- Maximum password length is 14
- At least one uppercase alphabetic character
- At least one lowercase alphabetic character
- At least one numeric digit
- At least one punctuation character (\$, !, %, ^)
- Passwords expire every 90 days



# Change Your Password

## STEP 5

Options

Options

Custom Settings Prepare for Submit for Password

Change your sign in password.

Current password: [password field] ← 1) Key system-assigned password.

Maximum of 14 alphanumeric characters.

New password: [password field] ← 2) Key your new password in next two fields.

Re-enter password: [password field] ← 2) Key your new password in next two fields.

Submit Password Change Request

Done

Click

**Submit Password Change Request**

## STEP 6

A confirmation screen will appear.



Click

**Ok**

. Your new password is now in effect.